

**OFFICE OF CAMPAIGN FINANCE
LOBBYIST/EMPLOYEE LOBBYIST'S ACTIVITY REPORT
SCHEDULE A – COMPENSATION/RECEIPTS:**

YEAR _____

Type of Report: ☐ January _____ ☐ July _____ PAGE _____ of _____

Period Covering: _____ through _____

LOBBYIST/EMPLOYEE LOBBYIST'S NAME: _____

PART I. PAYMENTS RECEIVED IN CONNECTION WITH LOBBYING ACTIVITY (AMOUNTS MAY BE ROUNDED OFF TO WHOLE DOLLARS)						
EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER					TOTAL THIS PERIOD (FEES/COMPENSATION)	CUMULATIVE TOTAL (FEES/COMPENSATION)
FEES/RETAINER	COMPENSATION	GIFTS	HONORARIA	CONTRIBUTIONS		
\$	\$	\$	\$	\$		
EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER					TOTAL THIS PERIOD (FEES/COMPENSATION)	CUMULATIVE TOTAL (FEES/COMPENSATION)
FEES/RETAINER	COMPENSATION	GIFTS	HONORARIA	CONTRIBUTIONS		
\$	\$	\$	\$	\$		
EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER					TOTAL THIS PERIOD (FEES/COMPENSATION)	CUMULATIVE TOTAL (FEES/COMPENSATION)
FEES/RETAINER	COMPENSATION	GIFTS	HONORARIA	CONTRIBUTIONS		
\$	\$	\$	\$	\$		
EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER					TOTAL THIS PERIOD (FEES/COMPENSATION)	CUMULATIVE TOTAL (FEES/COMPENSATION)
FEES/RETAINER	COMPENSATION	GIFTS	HONORARIA	CONTRIBUTIONS		
\$	\$	\$	\$	\$		
EMPLOYER'S NAME, ADDRESS AND TELEPHONE NUMBER					TOTAL THIS PERIOD (FEES/COMPENSATION)	CUMULATIVE TOTAL (FEES/COMPENSATION)
TOTAL					\$	\$

☐ IF MORE SPACE IS NEEDED, CHECK BOX AND ATTACH SUPPLEMENTAL SHEET
(SEE REVERSE SIDE FOR INSTRUCTIONS)

INSTRUCTIONS FOR SCHEDULE A

1. Enter the Type of Report and the covering period for this report. All activity from the ending coverage date of the last report filed must be included.
2. Provide the name of the Compensating Registrant who contracted with the lobbyist or who employed an in-house employee lobbyist, person/organization to provide lobbying services.
3. Provide information relative to all compensation/receipts, in-house lobbyist's salary, fees/retainers, received by the lobbyist, the in-house employee lobbyist or by any person/organization, etc.-providing lobbying services for the Compensating Registrant.
4. Provide information relative to any loan, gift, honoraria, or contribution made by the lobbyist, in-house employee lobbyist, person/organization to any official and/or employee of the District of Columbia related to any lobbying activities.
5. Compensation receipts and fee/retainer must be summarized (by type) and reported during the reporting period, in which compensation was received for lobbying services.
 - (A) Compensation receipts (salaries) paid to each lobbyist including the in-house employee lobbyist must be based on time spent influencing any legislative action, administrative decision, or on each piece of local legislation.
 - (B) Fees/Retainers include those compensations, which are paid by the Compensating Registrant to a lobbyist, person/organization regardless of the time allocated to representing any District of Columbia (local) interest.
 - (C) Gifts, Honoraria and Contributions represent payments made by the lobbyist and/or in-house employee lobbyist to any official and/or employee of the District of Columbia. **These payments are not to be included in the total for the period or the cumulative total. The total(s) must be itemized in the individual columns in the activity report.**
 - (D) The cumulative to-date column must only include the aggregate total of all compensation or fees/retainer receipts received for the two reporting periods within a calendar year. (January and July).
6. The registrant must maintain detailed records of all receipts and expenditures by each employee, agent or sub-agent, pursuant to Chapter 34, "Campaign Finance Recordkeeping," 3 DCMR 3400, et.seq. (June 1998).
7. If additional space is needed, use a supplemental sheet and include with Schedule A.